

MEETING MINUTES

March 20, 2008

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Penney Hall at 10:00 a.m., March 20, 2008 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson); Pete Cuffaro; Jan Smith; Lou Ann Summers for Brenda Bates; Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Glenn McEndree; Chris Miller; Mike Turner; Ashley Hackney

There were three corrections to the minutes which were submitted. One was in regards to the minimum wage issue and there were two typos on pages one and two.

MOTION #1

Ms. Smith moved to approve the minutes from the previous meeting with the corrections. Mr. Cuffaro seconded. Motion passed.

COMMITTEE CHAIR REPORT:

Ms. Hall reported the Committee had approved changes in two contracts since their last meeting.

- 1) DRS building in Bridgeport -- wanted to extend their contract from two to five days. The new annual FMP of the contract is \$12,057.12, an increase of \$5,240.16. Another issue which arose was Job Squad, which was awarded the contract, decided they did not want it. After resubmitting the request for interest and giving the one CRP which expressed interest more than ten days to find a worker, it was decided to go to another CRP in that area to see if they would be willing to take the contract. The Op Shop agreed to do the contract.
- 2) DOH, District 7 building added 520 square feet. The new annual FMP is \$6,652.80.

Ms. Hall reported the Office of Technology has all the materials for the Committee's website and are working on it. She said it will be off a link from the Department of Administrations page. She also reported the cost of scanning the minutes was about \$500 cheaper than the original estimate.

Finally, she announced the technical bid opening for the CNA was March 11. There were three contenders for the contract. It is now up to DRS to review the bids and to select the winner.

EXECUTIVE SECRETARY REPORT:

\$1,537.20 – Annual Allocation
- 0 - Total Expenses
\$1,537.20 – Balance Remaining FY'08

Mr. Price reported there are two large invoices that are unpaid: 1) WVARF \$876.93 for document imaging services and 2) travel for John Liller \$174.76. This leaves a “real balance” of \$485.51 with four months of expenditures remaining in the current FY.

Ms. Hall said money would be transferred into this account to cover these and future expenses.

EXECUTIVE DIRECTOR REPORT:

Mr. McEndree reported WVARF and Hancock County Sheltered Workshop staff had a meeting on February 28th with DHHR/Behavioral Health to discuss the Statewide Laundry Contract. DHHR had prepared a report showing the state was paying \$295,233 more under the statewide contract than they were before. After analyzing the actual cost under the statewide contract compared to the previous individual contracts, WVARF shows a savings of about \$8,000. The difference is that when DHHR calculated the cost, they used the initial start-up costs which included stocking the hospitals with linens. WVARF used the actual cost based on the last six months or three months, depending on how long the contract has been in place. After WVARF submitted their financial data, DHHR agreed that their numbers were incorrect and WVARF's were more inline with actual costs. DHHR also reported that the state hospitals were not satisfied with their service. The committee requested a one page satisfaction survey be done for the laundry contract. It could either be done via mail or internet.

He reported WVARF staff attended a pre-construction conference on the Burnsville rest areas on March 17. They are scheduled to shut these rest areas down on March 24 for one year. They did talk to the contractor to see if there was some work for the individuals employed at the rest area during the construction period.

He and Mike Turner met with General Services to discuss their janitorial contracts. He said they are working on costing of all contracts since the minimum wage is increasing.

He reported he had been working with Job Squad on an issue that one of their customers has with presort mail. A complaint was registered by Workforce WV because the mail was not moving in a timely manner which leads to numerous problems since a lot of this mail is unemployment checks. Job Squad is going to start their shifts two hours earlier and will be giving Workforce priority. Workforce is also going to be flagging its critical mail. He said he was scheduling a meeting with Workforce so they can go to the presort location in order to see how the operation works.

CONTRACT PRESENTATIONS:

There were three contracts presented for renewal by Ms. Hackney:

Medical Examiner's Office – They increased their full time person to \$8.00 an hour and the elimination of their part time person. If that person would quit, the wage would go back to \$6.55. The new annual FMP is \$9,343.26, an increase of 17.72% over last year.

DOH, Low Impact Monitors, mileage rate was increased from \$0.485 to \$0.505 per mile. The \$0.505 is the federal reimbursement rate for travel. This increase results in a charge of \$35.91 per hour, an increase of 2.08% from last year.

Stream Access – Division of Natural Resources increase in the minimum wage by 70 cents and increased the cost of transportation to \$0.505 per mile. The annual FMP is not to exceed \$144,799, an increase of 17.72% from last year.

MOTION #2

Ms. Smith moved to approve the contacts as presented. Mr. Cuffaro seconded. Motion passed.

CONTRACT COMPLAINTS:

Mr. Turner reported there were five complaints since the last meeting.

The Wheeling WVI-70 Welcome Center received a complaint regarding a state employee and a client arguing over the use of a coffee pot. The issue was resolved at the local level with managers from both agencies.

Parkways Authority found an employee sleeping in a vehicle at the Princeton Welcome Center at night. The individual was terminated the next day. The rest area did pass inspection.

He reported he was in Flatwoods when he received a call from a former state employee that claimed the south bound rest area on I-79 at Frametown was not clean. He was within 30 miles of the location and responded, accompanied by the CRP Director, within 30 minutes of the report. Both north and south bound rest areas were clean.

A janitorial complaint was received at the DMV office in Elkins about the quality of service. Mr. Turner visited the site and found the janitor had quit and had not been replaced for three weeks. The work was being performed by a replacement crew the customer was not familiar with. He said he did note some areas for improvement and will follow up before the next meeting.

A complaint was received by Workforce WV about a delay of time sensitive information with the presort contract. Noted earlier in the minutes.

OLD BUSINESS:

CQI

Mr. Turner said implementation of the CQI program should be very soon. Mr. McEndree said they are doing a lot more inspections now than in the past.

Ms. Hall reported the Standardization Committee had met. People in attendance were Mr. Turner, Ms. Hackney, Mr. Hawley (General Services), two people from DOH, Ms. Smith, Brenda Hellwig with Job Squad, Joyce Birley with Goodwill Kanawha and Annette Francis with the Developmental Center. The need of training for janitors came up as well as the need for a quality assurance program. Both General Services and DOH are putting into place an inspection program. They will let WVARF know what they are finding. The Committee is meeting again on April 23. At that meeting they are going to look at equipment, everything from the high end to the low end.

The Fair Market Price Sub-committee is going to meet after this meeting.

FINANCIAL REPORT:

Mr. Miller reported the accounts receivables over 60 days were \$45,528, which was 3.14% of total account receivables. He said the total sales from FY 08 are a little higher than they were at this time last year because of the laundry contract.

NEW BUSINESS:

Ms. Smith reported the first boot camp on the OS1 janitorial process has been completed at Fairmont State University. She said it is going well and people are saying they see a difference in the buildings where the program is being implemented. The most positive thing is that the janitors can see the building is cleaner. Much less work for them doing in an orderly fashion. She said she believes in the process but not that it is necessary to bring in John Walker to implement it. She will continue to up-date the committee on the progress of this pilot project.

Ms. Hall said she is concerned that it is March and contracts are going to be up quickly. She said she would like, if at all possible, to see at least half of those contracts next month and the other half in May.

Ms. Hall said she will contact Hancock County to see if May or June would be the best month to visit them.

MOTION #3

Ms. Smith moved to adjourn.